



## **Job Posting – Executive Director of Heidelberg University Association**

Heidelberg University Association invites applications and nominations for the position of Executive Director of Heidelberg University Association. Heidelberg University Association (HUA) is a 501(c)3 non-profit organization. HUA also serves as the liaison office for Heidelberg University, located in Heidelberg, Germany. The office is located at 871 United Nations Plaza, New York, NY 10017.

Founded in 1386, Heidelberg University is Germany's oldest university. During its more than 630-year history, the University has established itself as a center of outstanding research and teaching, with a particular focus on its interdisciplinary strength. Today, over 30,000 students are enrolled at its 13 faculties. Heidelberg University is known for its international outreach. Nearly 20 percent of its students come from abroad. The university also hosts hundreds of international visiting professors and researchers. As a comprehensive research university, Heidelberg offers a wide range of excellent study programs in the life sciences, natural sciences, social sciences, and humanities and ranks among the top research institutions worldwide.

### **Responsibilities**

Heidelberg University Association's Executive Director represents Heidelberg University in the United States and Canada.

Responsibilities include:

- Managing Heidelberg University Association, Inc, including responsibility for its budget, administration of finances, and adhering to all necessary reporting
- Developing new and supporting existing collaborations between Heidelberg University and higher education and research institutions in North America
- Maintaining and expanding the Heidelberg Alumni U.S. (HAUS) alumni network, including planning, and executing events in cooperation with Heidelberg Alumni International
- Support and participation in networking and outreach activities with international and U.S. partners
- Creating and managing fundraising campaigns in cooperation with Heidelberg University
- Managing the HAUS Scholarships and visiting professor programs
- Advising academics and students about study, research, and collaboration opportunities
- Promoting Heidelberg University in North America and participating in recruitment and educational fairs
- Overseeing Heidelberg University Association's website and social media

Requirements include:

- Legal right to work in the United States
- Bachelor's degree or the international equivalent; advanced degree preferred
- Fluency in English; full proficiency in German preferred



- Outstanding oral and written communication skills, including social media savviness
- Minimum 5 years work experience in the U.S. higher education, student exchange, non-profit, and/or marketing sectors
- Experience in managing an organization or business
- Experience in managing and expanding a network of a variety of stakeholders, such as alumni, researchers, donors, local partners, government officials, various university divisions, and prospective students
- Project and/or event management experience
- Knowledge of both the U.S. & German higher education systems; extended educational or professional experience in both countries would be a plus
- Understanding of key issues in international education; publications or speaking experience in international education or higher education is helpful
- Experience in writing and managing grants
- Experience with fundraising
- Ability to work independently, prioritize, and set goals
- Familiarity with editing, social media, and print production
- Excellent networking skills
- Ability to travel within North America and to Heidelberg, and occasional work on evening and weekends

## Compensation

### Salary and Healthcare Benefits:

- \$90,000 - \$120,000, commensurate with experience and education  
(The total level of compensation will include an annual base salary and healthcare coverage if required)

### Additional Benefits:

- 30 days paid time off per year for personal leave and sick time
  - Given up front (not accrued)
- 15 paid holidays (following the German Consulate calendar)
- 401(k) retirement savings plan (after 3 months employment), with match of 100% of the first 2% of salary (after 1 year of employment)

Please send resume and cover letter via e-mail to [position@heidelberguniversity.org](mailto:position@heidelberguniversity.org) with the subject line "Heidelberg University Association." Applications will be accepted until May 26, 2024. For consideration, applicants must submit a cover letter including qualifications for this position, salary expectations, and a current resume, including at least three references with contact information. Please apply via email only.